

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Assistant Administrator for Research and Development, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Assistant Administrator for Research and Development
Immediate Office of the Assistant Administrator
Washington, DC

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Incumbent advises the Assistant Administrator for the Office of Research and Development (ORD) on overall program goals, objectives, policies, strategies and managerial approaches, and program plans.
2. Incumbent represents, as appropriate and requested, the Administrator and Deputy Administrator at various task force, panel, and committee meetings as an expert, recognized by peers, at all levels of government, on science and operational program activities concerning or related to the development of Agency science policies and regulations.
3. Incumbent undertakes assignments on projects of special concern to the Administrator and Deputy Administrator; establishes contacts at the highest levels of governmental and non-governmental organizations in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. The individual is capable of addressing national level issues.